



2017-2018 DISTRICT AWARDS AND RECOGNITION

Communications & Outreach

BEST CLUB NEWSLETTER

Submission Deadline: **2 April 2018**

Rotary Club of _____

Name of club president: _____

Signature of club president (*required*): _____ Date: _____

1. Title of Club Newsletter: _____

2. Frequency: Weekly/Fortnightly/Monthly/Bimonthly (delete)

3. For online newsletters, do you include interactive content? Yes/No

4. Attach at least three sample newsletters with your submission.

5. Circulation (number of recipients): _____

6. Who is on the circulation list?

- Club members
- Other Rotarians within the District
- Rotarians from other Districts
- Others

7. How is it circulated?

- Postal mail
- Electronic mail
- Fax
- At club meetings in hard copy

Others (specify) _____

8. What does your newsletter include? (tick all applicable)

- ___ Newsletter editor (provide name) _____
- ___ Editorial team
- ___ Newsletter masthead
- ___ Table of Contents
- ___ President's Message
- ___ Updates from RI
- ___ Governor's monthly newsletter
- ___ The Four-Way Test
- ___ The Guide to Daily Living
- ___ Club announcements
- ___ Announcements on weekly desk duties
- ___ Club Secretary's report
- ___ Club Treasurer's report
- ___ District Announcements including district meetings, training, seminars etc
- ___ Review of Club's annual goals
- ___ Reports on weekly club meetings
- ___ Reports on monthly board meetings
- ___ Club attendance
- ___ Reports on Club assemblies
- ___ Reports on Club's service projects
- ___ Reports on Club's fellowship activities
- ___ Reports on Membership Development
- ___ Reports on Rotary Foundation giving
- ___ Reports on youth services activities
- ___ Updates on **End Polio** campaign
- ___ General information on members, the Club
- ___ Photographs
- ___ Graphics for various club statistics

_____ Regular features (specify) _____

_____ Humour

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Submit completed form plus any appendices **IN SOFT COPY** by **2 April 2018** to:

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